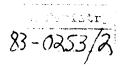
ROUTING AND RECORD SHEET								
SUBJECT: (Optional) Proposed No	tice on	Office /	wtomatio	on Systems 83-0253/2				
FROM:	and Word Processing Equipment			OIS 83-094 STA				
Director of Information Services 1206 Ames Bldg				DATE	TAT			
TO: (Officer designation, room number, and building)	0	DATE		COMMENTS (Number each comment to show from whom	1			
:	RECEIVED	PORWARDED	COMMITTALS	to whom. Draw a line across column after each comment.)	1			
1. EO/DDA 7D18 HQS	1524	N. C.	Ju	A REGISTRY.				
2.	:	;)						
3. C/MS/DDA DRO/DDA 7D18 HQS		k has	g)	,				
4.								
5.			,					
6.								
7.								
8.								
9.			<u>.</u>					
10.								
11.					-			
12.								
13.								
14.			•					
15.								

OIS 83-094



3 FEB 1983

MEMORANDUM FOR: Chief, Management Staff, DDA	MEMORANDUM	FOR:	Chief,	Management	Staff,	DDA
--	------------	------	--------	------------	--------	-----

FROM:

STAT

Director of Information Services

SUBJECT: Proposed Notice on Office Automation Systems

and Word Processing Equipment

REFERENCE: Chief, Management Staff, ODP memo to you dated

20 January 1983; same subject (ODP-83-049)

- 1. We have reviewed the proposed notice and believe it is important that the role of the Records Management Officer be included as follows:
 - a. In paragraph 1a, page 2 of the proposal, insert
 " the Records Management Officer Role" as the next to last
 item in the list of areas addressed.
 - b. Change lines 4 and 5 of paragraph 2a, page 4 of the proposal to read: "...red) their component ADP Control Officer, and their component Records Management Officer. (Components in the DO should contact the DO Directorate ADP Control Officer and Records Management Officer)."
 - c. Insert the following as new paragraph 9 and renumber the succeeding paragraphs:

9. RECORDS MANAGEMENT OFFICER ROLE

In accordance with existing law, and directives from external oversight bodies, the Director of Information Services is responsible for planning and managing the Agency Records Management Program. This responsibility is administered by Records Management Officers assigned within components throughout the Agency. Component Records Management Officers should review each request for OAS/WPE to ensure that records scheduling requirements are satisfied and comply with existing general records schedules. If Wang OAS/WPE is to be used for document accounting purposes, coordination with the Office of Information Services is necessary for compatibility and interoperability with other existing and planned document accounting and tracking systems.

STAT

	ne Office of Information Services be ation cycle of future draft notices of	
		STAT
cc: C/MS/ODP		

Approved For Release 2008/04/02 : CIA-RDP85B01152R000100020072-8